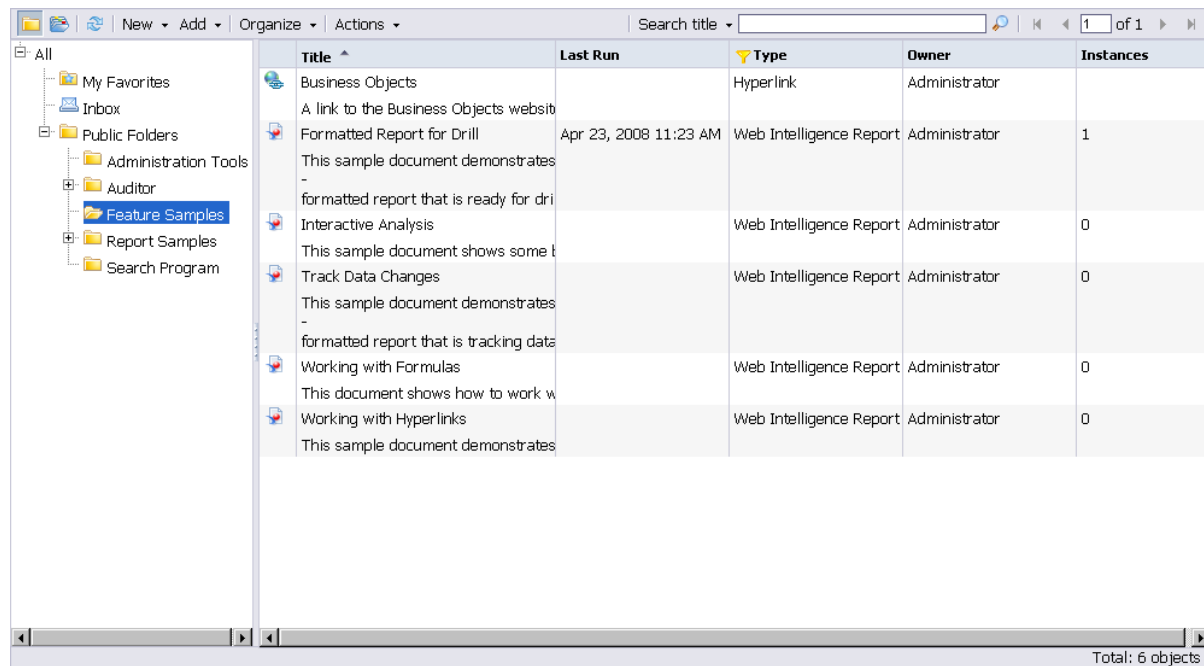


Scheduling documents

Procedure

1. Start the transaction using the menu path or transaction code.

InfoView



The screenshot shows the SAP InfoView interface. On the left is a navigation pane with a tree structure containing 'All', 'My Favorites', 'Inbox', 'Public Folders', 'Administration Tools', 'Auditor', 'Feature Samples' (highlighted), 'Report Samples', and 'Search Program'. The main area displays a table of documents. The table has columns for 'Title', 'Last Run', 'Type', 'Owner', and 'Instances'. There are 6 objects listed in total.

Title	Last Run	Type	Owner	Instances
Business Objects A link to the Business Objects website		Hyperlink	Administrator	
Formatted Report for Drill This sample document demonstrates - formatted report that is ready for drill	Apr 23, 2008 11:23 AM	Web Intelligence Report	Administrator	1
Interactive Analysis This sample document shows some k		Web Intelligence Report	Administrator	0
Track Data Changes This sample document demonstrates - formatted report that is tracking data		Web Intelligence Report	Administrator	0
Working with Formulas This document shows how to work w		Web Intelligence Report	Administrator	0
Working with Hyperlinks This sample document demonstrates		Web Intelligence Report	Administrator	0

Total: 6 objects

2. Press **[Enter]** to continue.

Scheduling documents

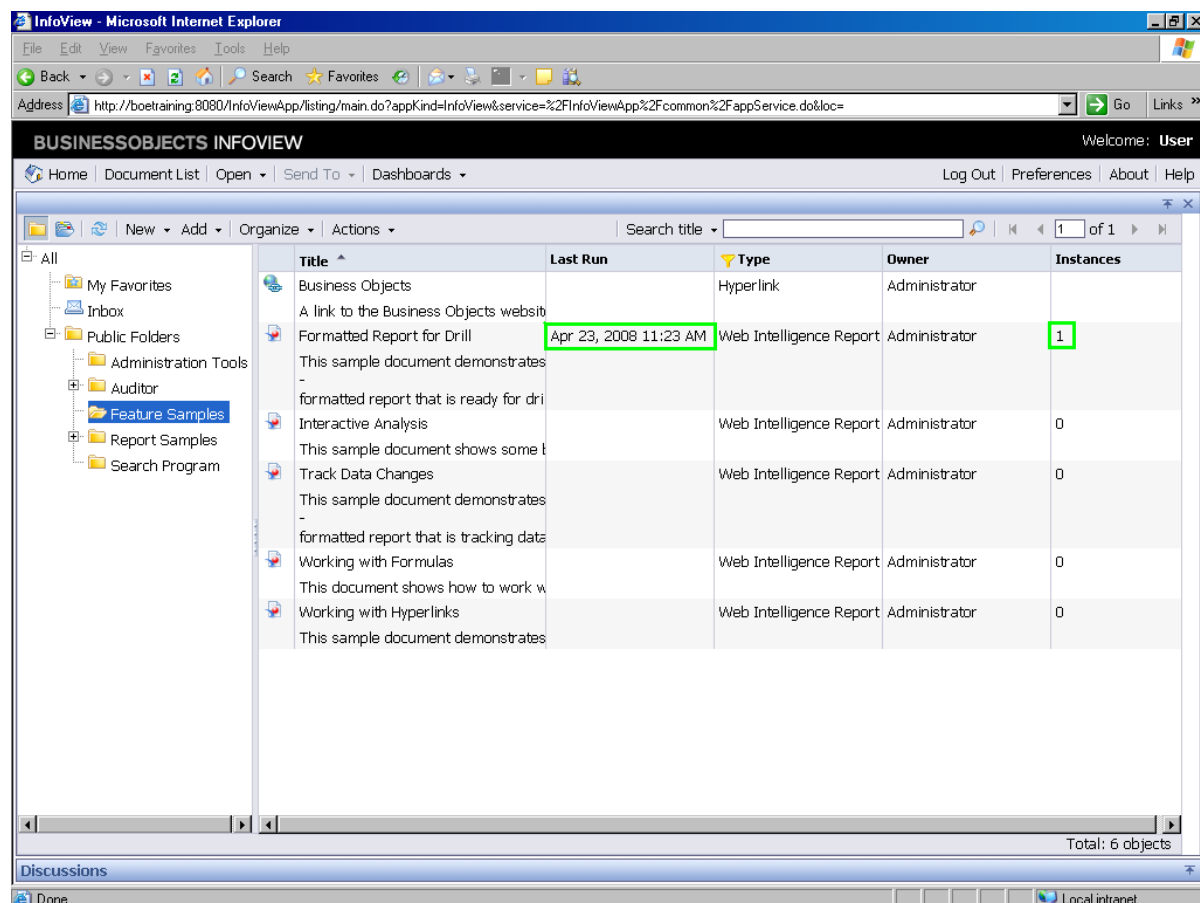
Scheduling an object allows you to run it automatically at specified times. When you schedule a document, you can specify several settings, such as the destination and delivery format. This ensures you are receiving and distributing documents that contain the most up-to-date information available.

When a scheduled object runs successfully, InfoView creates an instance. An instance is a version of the object that contains data from the time that the object was run.

In this scenario you will schedule a document to run now so that you can view the latest instance, then you will schedule it as in Adobe Acrobat format to be delivered to your Inbox. You will also learn about some of the other scheduling features available.

Press **[Enter]** to continue.

InfoView



Title	Last Run	Type	Owner	Instances
Business Objects		Hyperlink	Administrator	
Formatted Report for Drill	Apr 23, 2008 11:23 AM	Web Intelligence Report	Administrator	1
Interactive Analysis		Web Intelligence Report	Administrator	0
Track Data Changes		Web Intelligence Report	Administrator	0
Working with Formulas		Web Intelligence Report	Administrator	0
Working with Hyperlinks		Web Intelligence Report	Administrator	0

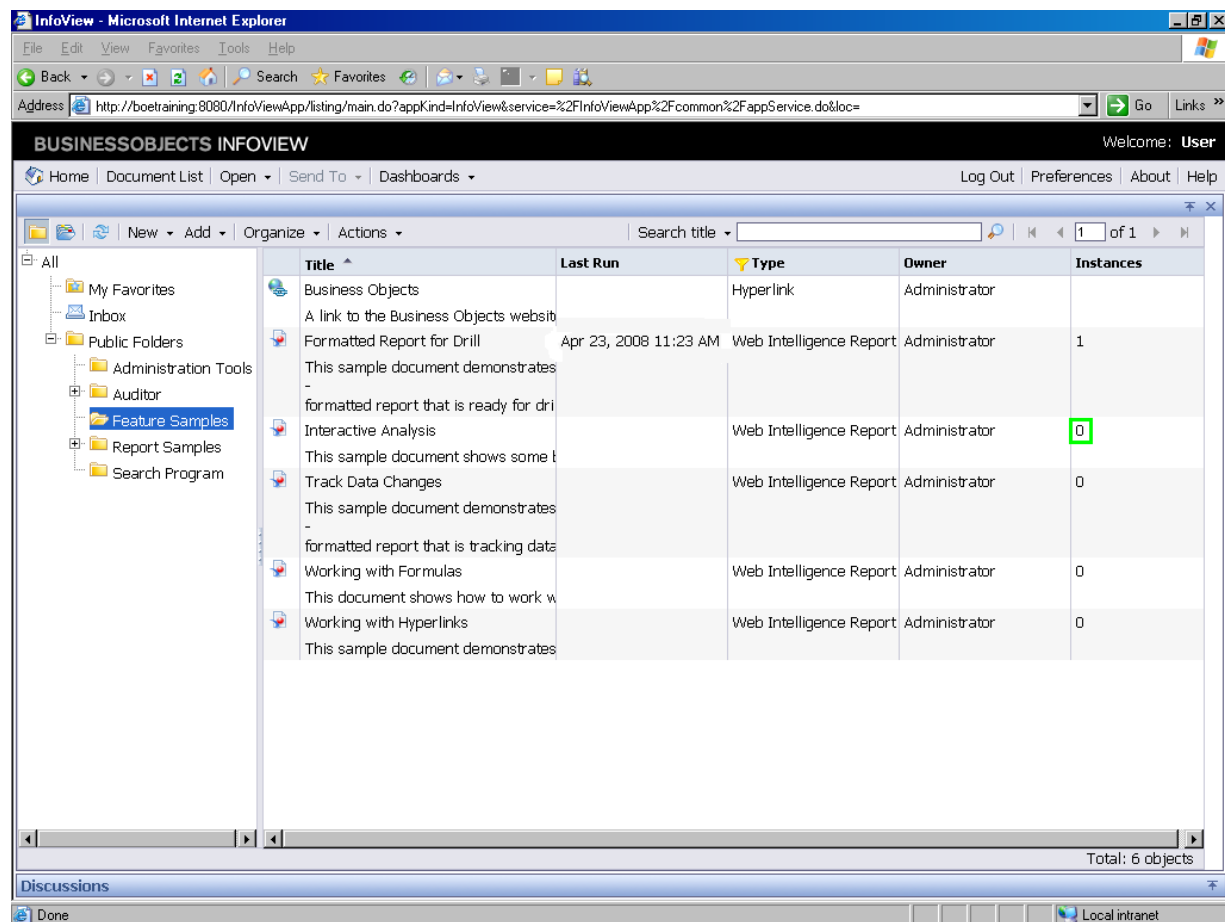
Scheduling documents

- Press **[Enter]** to continue.

You can also tell the amount of times a document has been previously scheduled by the number listed on the right-hand side. In the example below, the document has been run once at 4/23/2008 11:23 AM.

Press **[Enter]** to continue.

InfoView



Title	Last Run	Type	Owner	Instances
Business Objects		Hyperlink	Administrator	
A link to the Business Objects website				
Formatted Report for Drill	Apr 23, 2008 11:23 AM	Web Intelligence Report	Administrator	1
This sample document demonstrates				
formatted report that is ready for drill				
Interactive Analysis		Web Intelligence Report	Administrator	0
This sample document shows some t				
Track Data Changes		Web Intelligence Report	Administrator	0
This sample document demonstrates				
formatted report that is tracking data				
Working with Formulas		Web Intelligence Report	Administrator	0
This document shows how to work w				
Working with Hyperlinks		Web Intelligence Report	Administrator	0
This sample document demonstrates				

Total: 6 objects

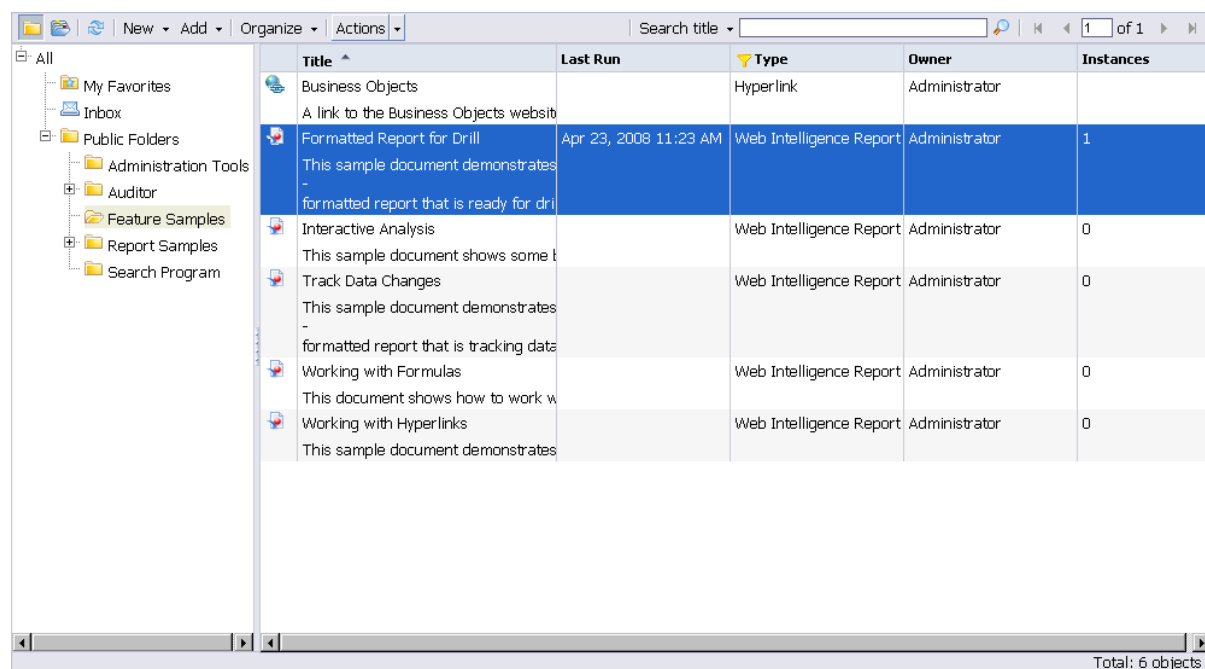
- Press **[Enter]** to continue.

Scheduling documents

You cannot view a report instance unless it has been previously scheduled. You can tell if a document has not been scheduled if the number of instances is 0.

Press **[Enter]** to continue.

InfoView



Title	Last Run	Type	Owner	Instances
Business Objects A link to the Business Objects website		Hyperlink	Administrator	
Formatted Report for Drill This sample document demonstrates - formatted report that is ready for drill	Apr 23, 2008 11:23 AM	Web Intelligence Report	Administrator	1
Interactive Analysis This sample document shows some t		Web Intelligence Report	Administrator	0
Track Data Changes This sample document demonstrates - formatted report that is tracking data		Web Intelligence Report	Administrator	0
Working with Formulas This document shows how to work w		Web Intelligence Report	Administrator	0
Working with Hyperlinks This sample document demonstrates		Web Intelligence Report	Administrator	0

Total: 6 objects

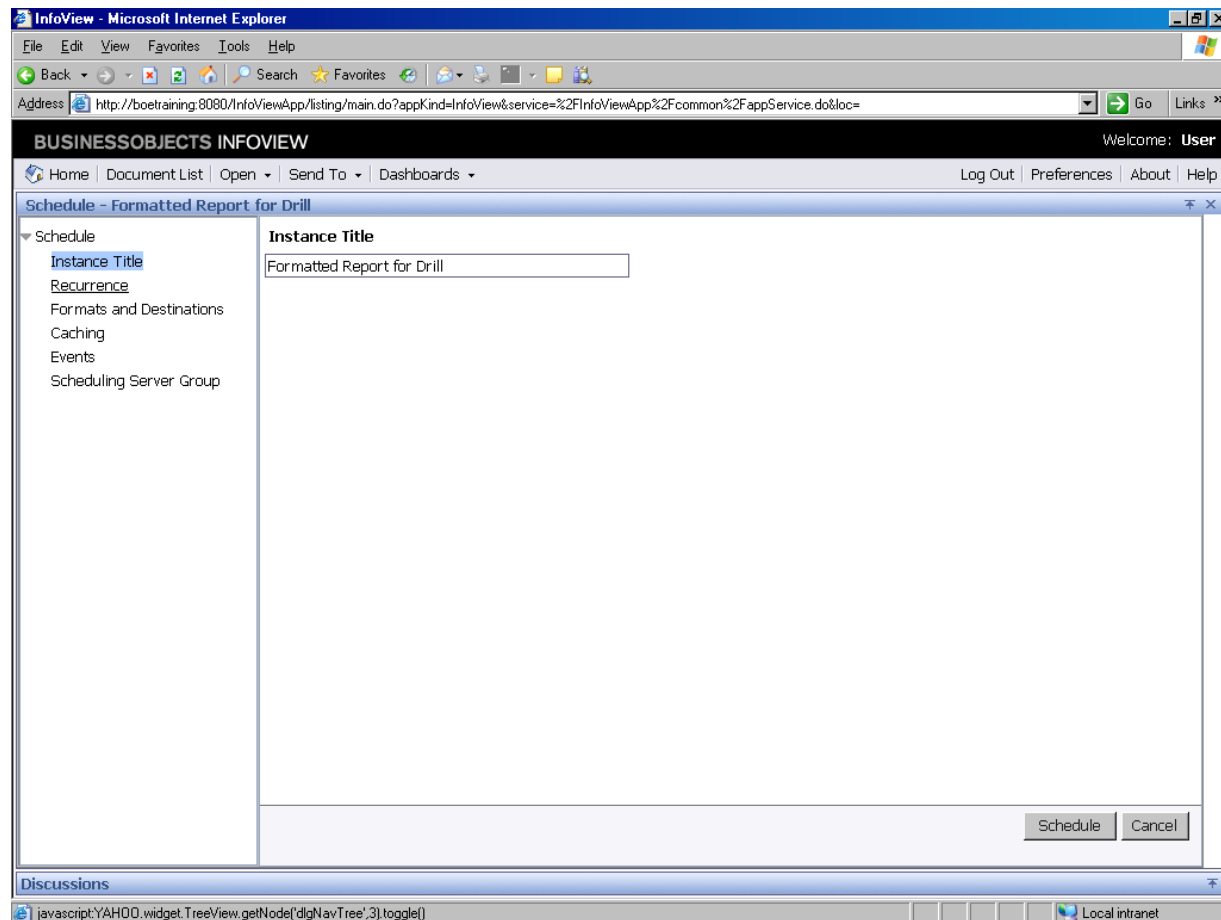
- Click the **Actions** drop-down menu.

You will now practice scheduling a document. With the document selected, you select the schedule option from the Action drop-down menu.

- Click **Schedule**.

Scheduling documents

InfoView



The screenshot shows the 'InfoView - Microsoft Internet Explorer' window. The address bar displays a URL starting with 'http://boetraining:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc='. The page title is 'BUSINESSOBJECTS INFOVIEW'. The user is logged in as 'User'. The main content area is titled 'Schedule - Formatted Report for Drill'. On the left, there is a tree view with the following items: Schedule, Instance Title, Recurrence, Formats and Destinations, Caching, Events, and Scheduling Server Group. The 'Instance Title' item is selected, and its value 'Formatted Report for Drill' is displayed in a text box. At the bottom right of the main area, there are 'Schedule' and 'Cancel' buttons. The status bar at the bottom shows 'Local intranet'.

7. Click **Schedule**.

In the **Instance title** text box you can create a unique name for the instance by changing the name of the report in the Instance title field.

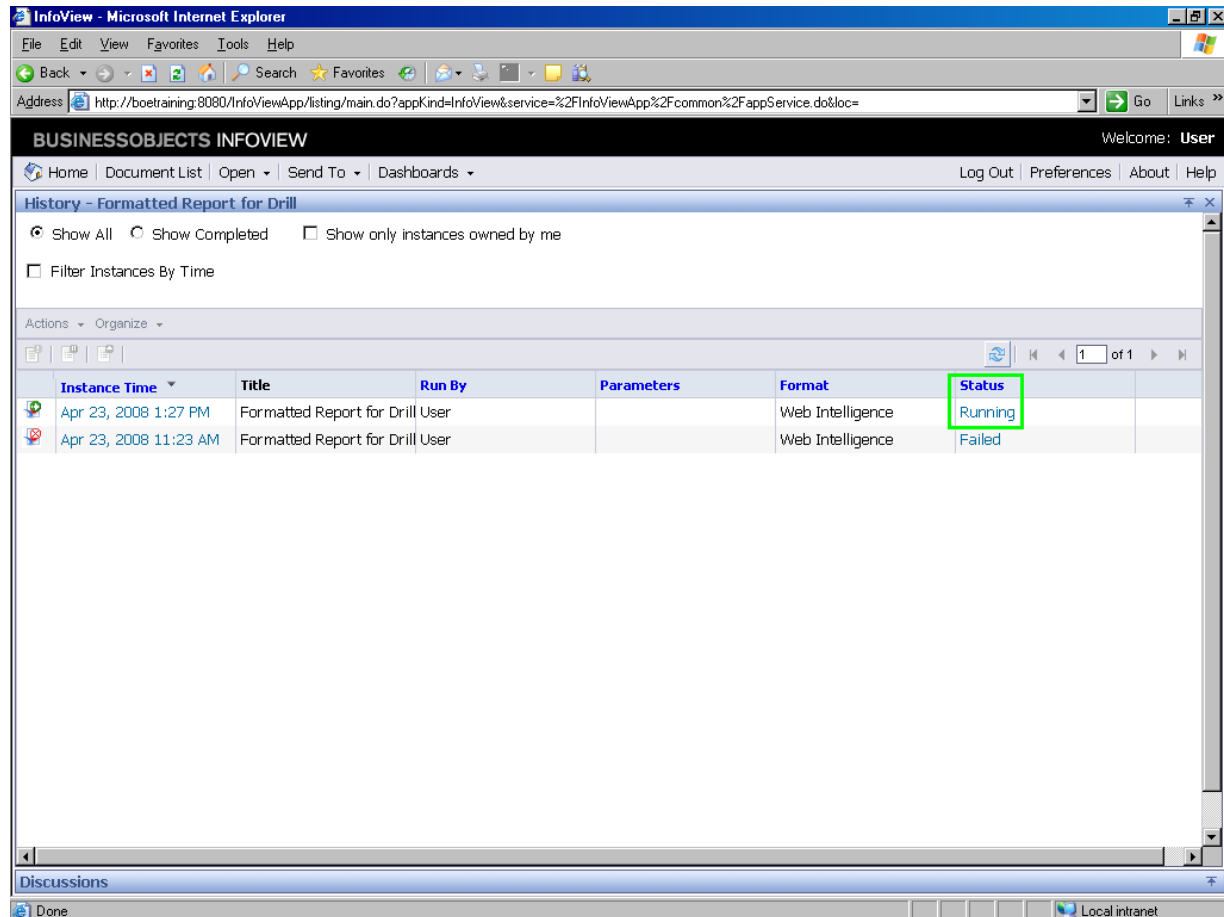
There are several scheduling options available to ensure you have the latest information available to you when you need it. When you schedule an object, your System Administrator may have already specified some of the scheduling options. You can choose to schedule the object with those predefined settings, or choose your own settings.

From this window you can schedule a document to run now simply by clicking the **Schedule** button below.

Scheduling documents

Note: Before you schedule objects, be sure to check your time zone setting on the Preferences page in InfoView.

InfoView





8. Click **Refresh** .

You are taken to the History page. You know the instance is processing because it is listed as Running in the Status column.

Scheduling documents

InfoView


☒ Show All
 ☐ Show Completed
 ☐ Show only instances owned by me
☐ Filter Instances By Time

Instance Time		Title	Run By	Parameters	Format	Status
	Apr 23, 2008 1:27 PM	Formatted Report for Drill User			Web Intelligence	Success
	Apr 23, 2008 11:23 AM	Formatted Report for Drill User			Web Intelligence	Failed

9. Click the icon beside the failed instance .

The report has been scheduled successfully.

From the history page you can get more information about the scheduled instances for the document. In this case, there is a previous instance of the document that was scheduled but failed.

10. Click the detail icon for more information about the instance .

Scheduling documents

InfoView

Title:	Formatted Report for Drill
Document Type:	Web Intelligence Report
Status	Failed
External Destination:	None
Owner:	User
Creation Time:	4/23/2008 11:22 AM
Start Time:	4/23/2008 11:22 AM
End Time:	4/23/2008 11:23 AM
Server Used:	BOETRAINING.AdaptiveJobServer
Parent Object Path:	Feature Samples/
Remote Instance in Federated Cluster:	No
Formats:	Web Intelligence
Parameters:	
Error Message:	Your security profile does not include permission to refresh the document. (Error: ERR_WIS_30253)

[Back](#)

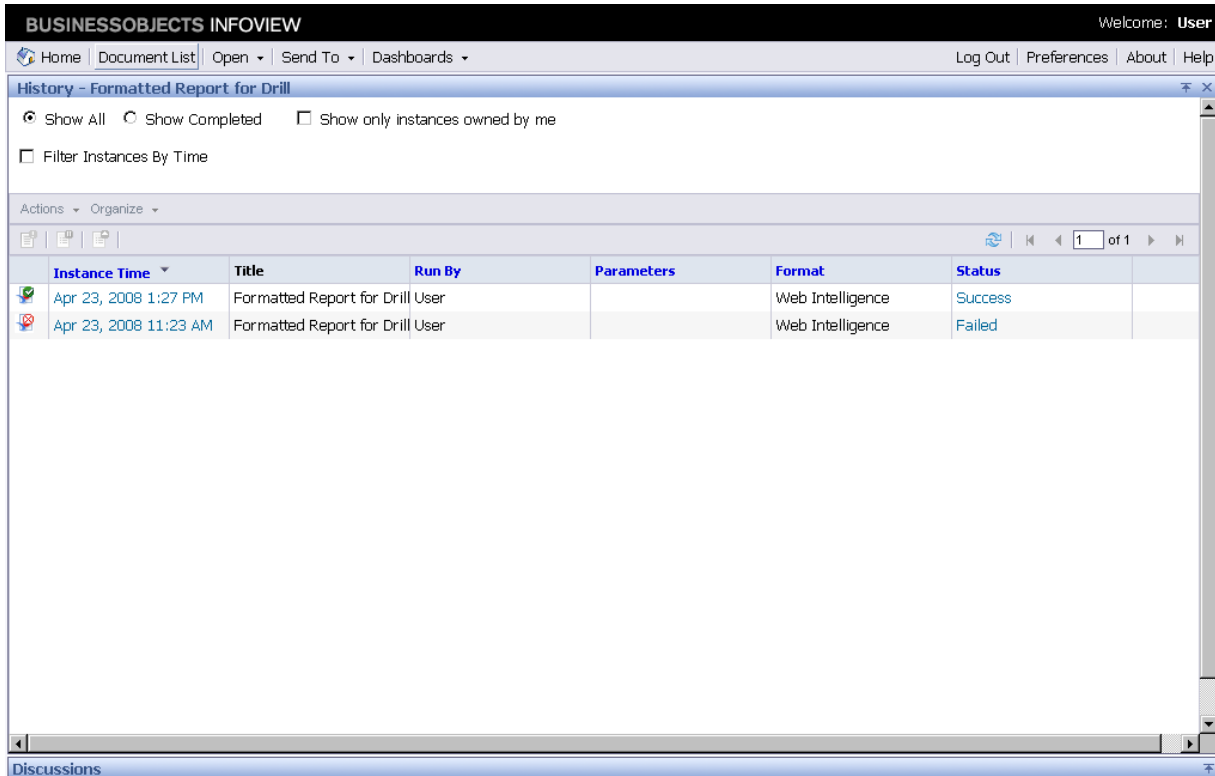
11. Click **Back**.

This information is useful when troubleshooting failed instances because it provides information on why the schedule failed.

In this example you can see that the failed instance is related to security rights; at the time of scheduling the users did not have permission to refresh the document.

Scheduling documents

InfoView



BUSINESSOBJECTS INFOVIEW Welcome: **User**

Home | Document List | Open ▾ | Send To ▾ | Dashboards ▾ Log Out | Preferences | About | Help

History - Formatted Report for Drill

☒ Show All
 ☐ Show Completed
 ☐ Show only instances owned by me

☐ Filter Instances By Time

Actions ▾ Organize ▾

Instance Time ▾	Title	Run By	Parameters	Format	Status
Apr 23, 2008 1:27 PM	Formatted Report for Drill User			Web Intelligence	Success
Apr 23, 2008 11:23 AM	Formatted Report for Drill User			Web Intelligence	Failed

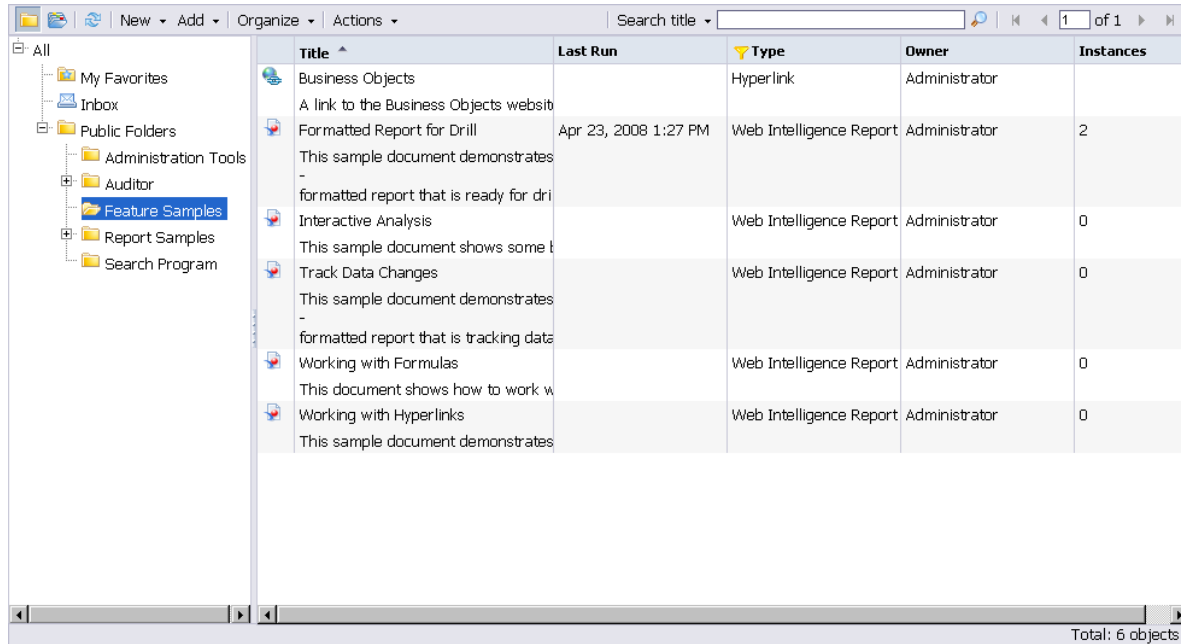
1 of 1

Discussions

- Click **Document List** to return to the document you just scheduled.

Scheduling documents

InfoView



The screenshot shows the Business Objects InfoView application window. On the left is a navigation pane with a tree view containing 'All', 'My Favorites', 'Inbox', 'Public Folders', 'Administration Tools', 'Auditor', 'Feature Samples' (highlighted), 'Report Samples', and 'Search Program'. The main area displays a table of documents. The table has columns for 'Title', 'Last Run', 'Type', 'Owner', and 'Instances'. The first row is a 'Hyperlink' titled 'Business Objects'. The second row is a 'Web Intelligence Report' titled 'Formatted Report for Drill' with a 'Last Run' date of 'Apr 23, 2008 1:27 PM' and '2' instances. Below this are four more 'Web Intelligence Report' entries: 'Interactive Analysis', 'Track Data Changes', 'Working with Formulas', and 'Working with Hyperlinks', all with '0' instances. The status bar at the bottom right indicates 'Total: 6 objects'.

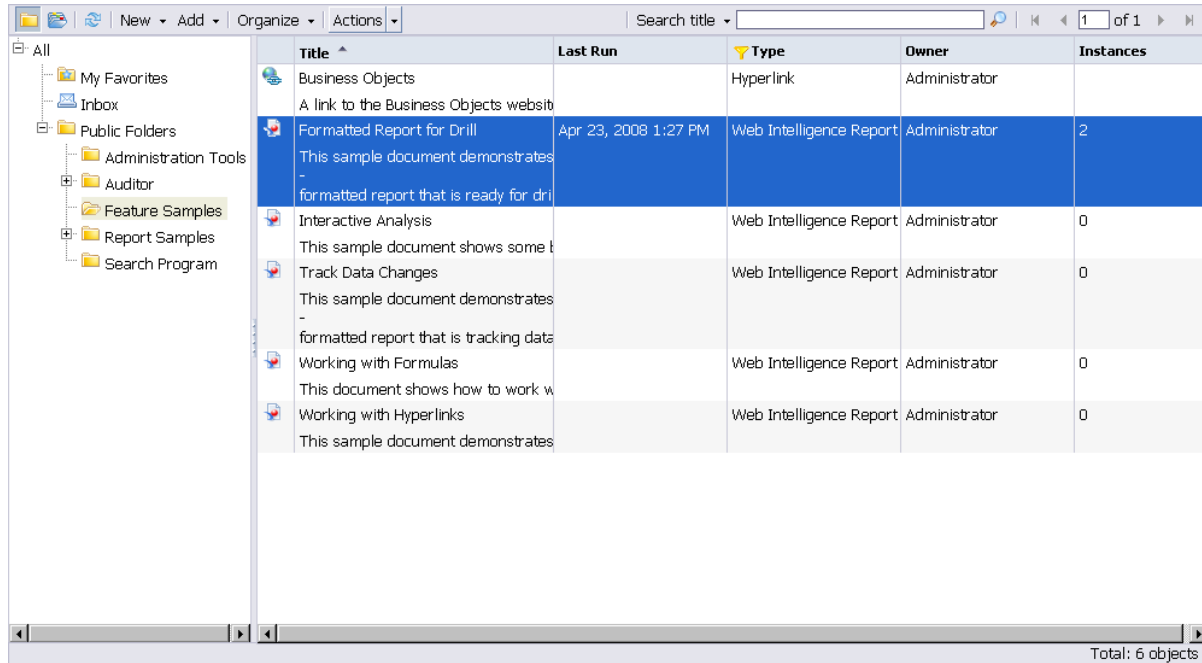
Title	Last Run	Type	Owner	Instances
Business Objects A link to the Business Objects website		Hyperlink	Administrator	
Formatted Report for Drill This sample document demonstrates a formatted report that is ready for drill	Apr 23, 2008 1:27 PM	Web Intelligence Report	Administrator	2
Interactive Analysis This sample document shows some interactive analysis		Web Intelligence Report	Administrator	0
Track Data Changes This sample document demonstrates a formatted report that is tracking data changes		Web Intelligence Report	Administrator	0
Working with Formulas This document shows how to work with formulas		Web Intelligence Report	Administrator	0
Working with Hyperlinks This sample document demonstrates a formatted report that is ready for drill		Web Intelligence Report	Administrator	0

13. Select the **Formatted Report for Drill** document row.

You will now practice scheduling using some basic scheduling options.

Scheduling documents

InfoView



The screenshot shows the Business Objects InfoView application window. On the left is a navigation pane with a tree view containing 'All', 'My Favorites', 'Inbox', 'Public Folders', 'Administration Tools', 'Auditor', 'Feature Samples', 'Report Samples', and 'Search Program'. The main area displays a table of documents. The table has columns for 'Title', 'Last Run', 'Type', 'Owner', and 'Instances'. The first row is a 'Hyperlink' titled 'Business Objects' with no last run date and 0 instances. The second row is a 'Web Intelligence Report' titled 'Formatted Report for Drill' with a last run date of 'Apr 23, 2008 1:27 PM' and 2 instances. The third row is a 'Web Intelligence Report' titled 'Interactive Analysis' with no last run date and 0 instances. The fourth row is a 'Web Intelligence Report' titled 'Track Data Changes' with no last run date and 0 instances. The fifth row is a 'Web Intelligence Report' titled 'Working with Formulas' with no last run date and 0 instances. The sixth row is a 'Web Intelligence Report' titled 'Working with Hyperlinks' with no last run date and 0 instances. The status bar at the bottom right indicates 'Total: 6 objects'.

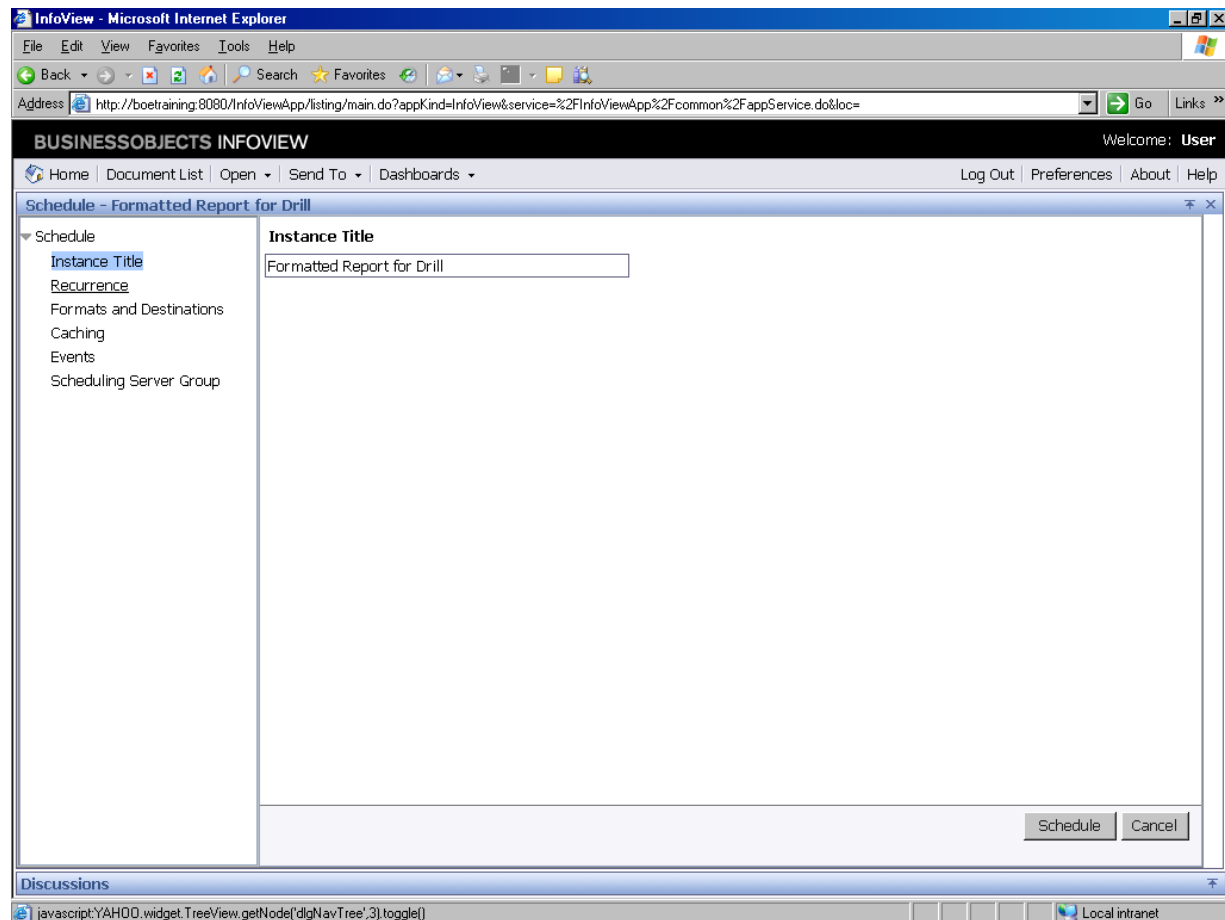
Title	Last Run	Type	Owner	Instances
Business Objects A link to the Business Objects website		Hyperlink	Administrator	
Formatted Report for Drill This sample document demonstrates a formatted report that is ready for drill	Apr 23, 2008 1:27 PM	Web Intelligence Report	Administrator	2
Interactive Analysis This sample document shows some interactive analysis		Web Intelligence Report	Administrator	0
Track Data Changes This sample document demonstrates a formatted report that is tracking data changes		Web Intelligence Report	Administrator	0
Working with Formulas This document shows how to work with formulas		Web Intelligence Report	Administrator	0
Working with Hyperlinks This sample document demonstrates a formatted report that is ready for drill		Web Intelligence Report	Administrator	0

14. Click the **Actions** drop-down menu.

15. Click **Schedule**.

Scheduling documents

InfoView




16. Click the **Recurrence** option.

InfoView

Run object:

Object will run now.

17. Click the drop-down button for the **Run object** selection .

Scheduling documents

18. Click the **Weekly** list item.

You can schedule your document to run at any time, as well as specify a pattern of recurring run times. For example, you may choose to schedule a document to every morning so you have current data available to you in your Inbox when you get to work.

InfoView

Run object: Weekly

Object will run every week on the following days.

- ☐ Monday ☐ Friday
☐ Tuesday ☐ Saturday
☐ Wednesday ☐ Sunday
☐ Thursday

Start Date/Time: 11 33 PM 11/12/2007

End Date/Time: 11 33 PM 11/12/2017

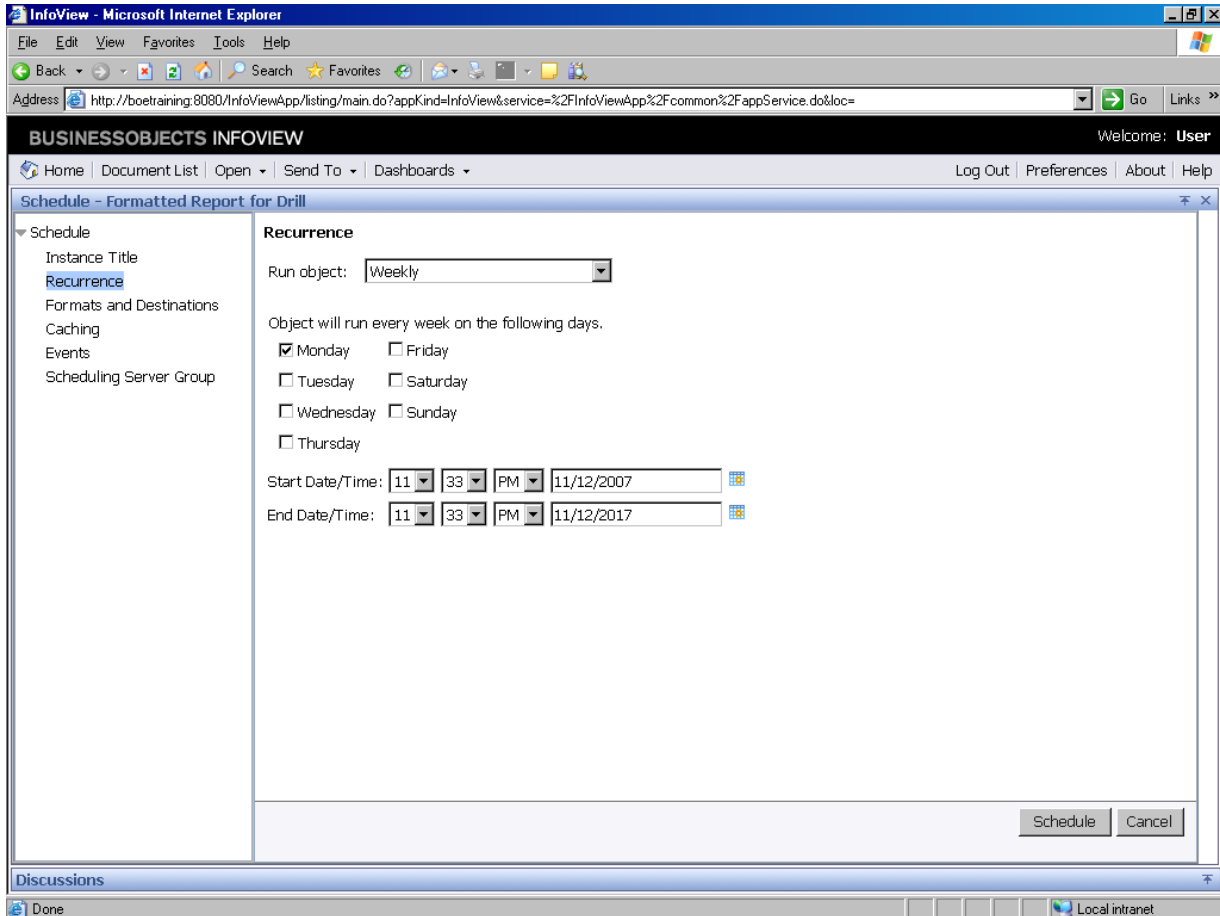
19. Click the **Monday** check box.

When you select an option from the list, you are prompted to specify a time and date range.

In this example you want to schedule the document to run every Monday.

Scheduling documents

InfoView



InfoView - Microsoft Internet Explorer

Address: <http://boetraining:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>

BUSINESSOBJECTS INFOVIEW Welcome: User

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Schedule - Formatted Report for Drill

▼ Schedule

- Instance Title
- Recurrence**
- Formats and Destinations
- Caching
- Events
- Scheduling Server Group

Recurrence

Run object: Weekly

Object will run every week on the following days.

☒ Monday ☐ Friday

☐ Tuesday ☐ Saturday

☐ Wednesday ☐ Sunday

☐ Thursday

Start Date/Time: 11 33 PM 11/12/2007

End Date/Time: 11 33 PM 11/12/2017

Schedule Cancel

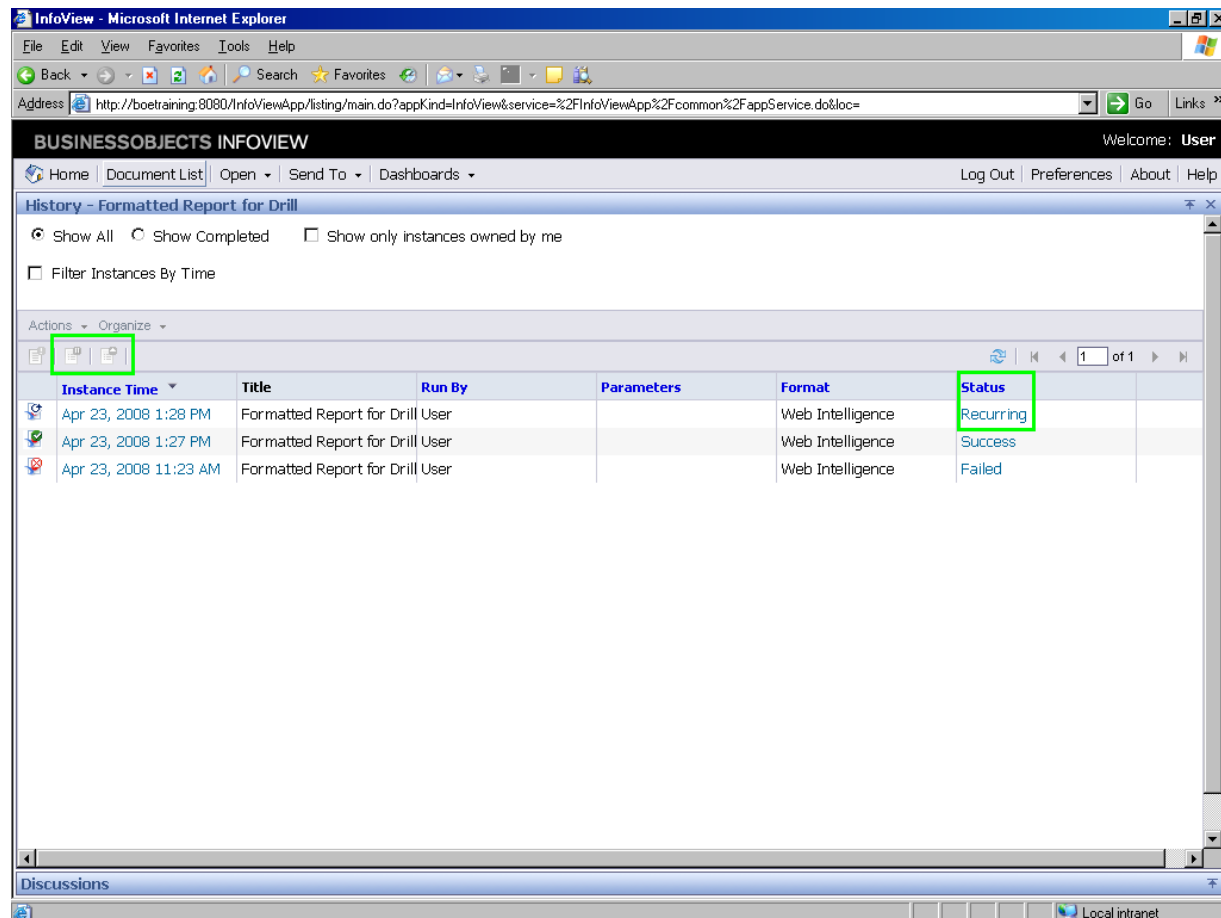
Discussions

Done Local intranet

20. Click **Schedule**.

Scheduling documents

InfoView



- Click the **Document List** to return to the report you just scheduled.

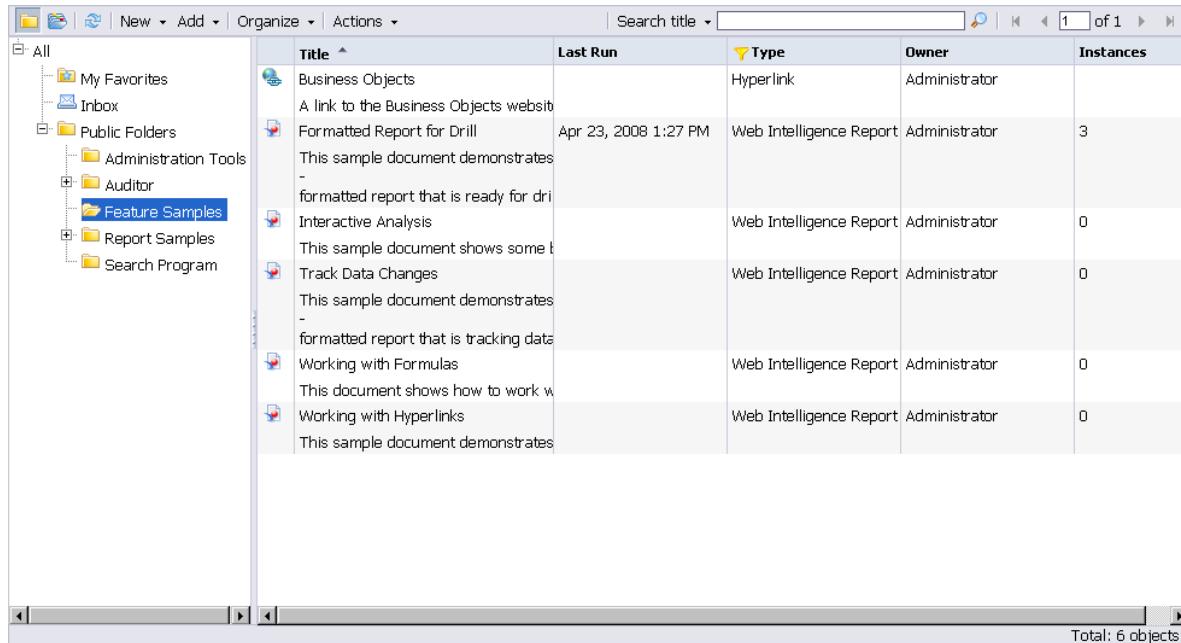
You can see in the status that the document is listed as Recurring, as it is scheduled to run every Monday.

You can use the Pause and Resume buttons to pause and resume an object's instance as needed. For example, if a BusinessObjects Enterprise Job Server is down for maintenance reasons, you may want to pause a scheduled instance to prevent the system from running the object because the object fails when the Job Server is not running. When the Job Server is running again, you can resume the scheduled object. Your System Administrator would advise you if this were to occur.

Scheduling documents

Note: Pause and resume can be applied only to scheduled instances; that is, they can be applied only to objects that have a status of Pending or Recurring.

InfoView



The screenshot shows the InfoView application window. On the left is a navigation pane with folders like 'My Favorites', 'Inbox', 'Public Folders', 'Administration Tools', 'Auditor', 'Feature Samples' (selected), 'Report Samples', and 'Search Program'. The main area displays a table of documents.

Title	Last Run	Type	Owner	Instances
Business Objects		Hyperlink	Administrator	
A link to the Business Objects website				
Formatted Report for Drill	Apr 23, 2008 1:27 PM	Web Intelligence Report	Administrator	3
This sample document demonstrates -				
formatted report that is ready for drill				
Interactive Analysis		Web Intelligence Report	Administrator	0
This sample document shows some t				
Track Data Changes		Web Intelligence Report	Administrator	0
This sample document demonstrates -				
formatted report that is tracking data				
Working with Formulas		Web Intelligence Report	Administrator	0
This document shows how to work w				
Working with Hyperlinks		Web Intelligence Report	Administrator	0
This sample document demonstrates				

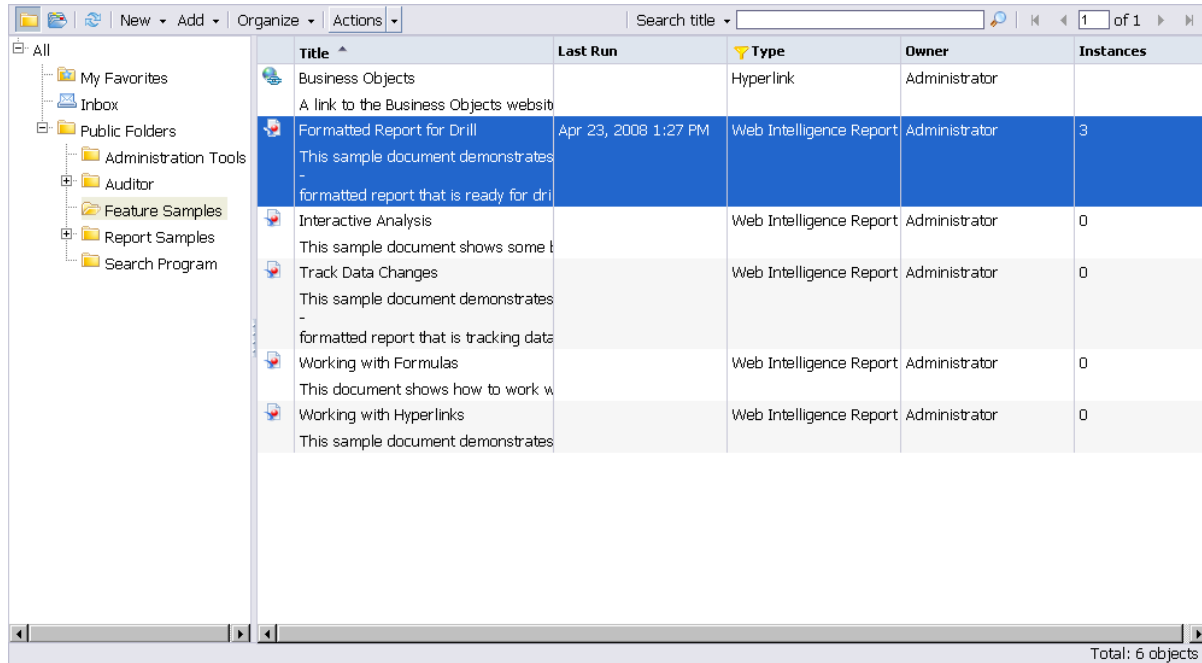
Total: 6 objects

22. Select the **Formatted Report for Drill** document row.

You will now schedule the report using the format and destination features.

Scheduling documents

InfoView



The screenshot shows the Business Objects InfoView application window. On the left is a navigation pane with a tree view containing 'All', 'My Favorites', 'Inbox', 'Public Folders', 'Administration Tools', 'Auditor', 'Feature Samples', 'Report Samples', and 'Search Program'. The main area displays a table of documents. The table has columns for 'Title', 'Last Run', 'Type', 'Owner', and 'Instances'. The first row is a hyperlink to the Business Objects website. The second row, 'Formatted Report for Drill', is highlighted in blue and shows a last run date of 'Apr 23, 2008 1:27 PM' and 3 instances. The remaining four rows are Web Intelligence Reports, all owned by 'Administrator' and with 0 instances.

Title	Last Run	Type	Owner	Instances
Business Objects A link to the Business Objects website		Hyperlink	Administrator	
Formatted Report for Drill This sample document demonstrates - formatted report that is ready for drill	Apr 23, 2008 1:27 PM	Web Intelligence Report	Administrator	3
Interactive Analysis This sample document shows some t		Web Intelligence Report	Administrator	0
Track Data Changes This sample document demonstrates - formatted report that is tracking data		Web Intelligence Report	Administrator	0
Working with Formulas This document shows how to work w		Web Intelligence Report	Administrator	0
Working with Hyperlinks This sample document demonstrates		Web Intelligence Report	Administrator	0

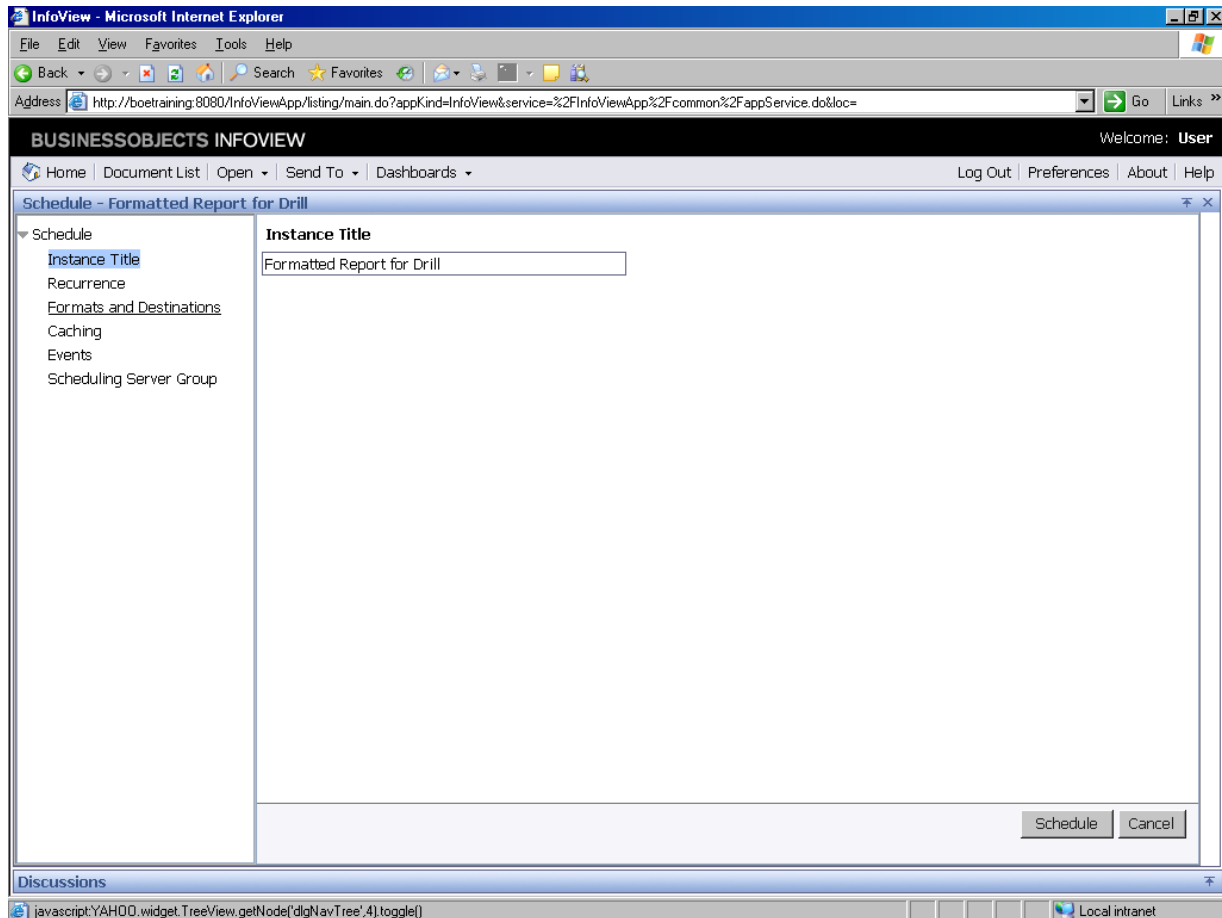
Total: 6 objects

23. Click **Actions** to activate the drop-down menu.

24. Click **Schedule**.

Scheduling documents

InfoView



25. Click the **Formats and Destinations** link.

Scheduling documents

InfoView

▼ Output Format and Destination

Output Format	Output Format Details
<input checked="" type="checkbox"/> Web Intelligence <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Adobe Acrobat	Destinations for Web Intelligence - Formatted Report for Drill <input type="checkbox"/> Inbox <input type="checkbox"/> File location <input type="checkbox"/> FTP server <input type="checkbox"/> Email recipients

► Destinations Options and Settings

26. Click the **Adobe Acrobat** check box.

You have several format options. The format choices available depend on the type of object being scheduled. When you change a report to a different file format, you may lose some or all of the formatting that appears in your report. However, the program attempts to preserve as much formatting as the export format allows.

You can schedule an object instance to be sent to a specific destination on your computer, on a network, a default file location, email, or FTP.

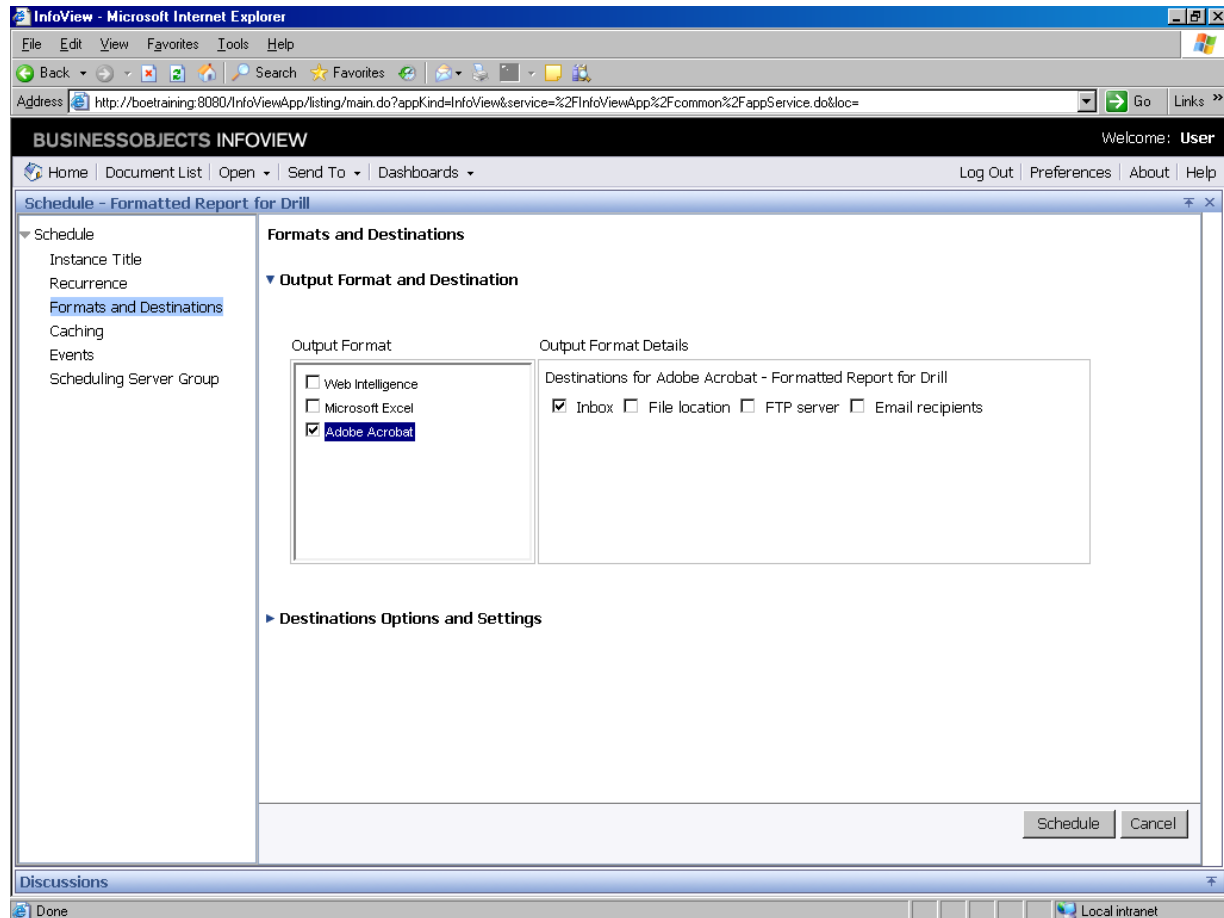
This information may be predefined by your System Administrator, or you could modify it yourself. For example, if you choose Email recipients as the Destination setting, you will be prompted to either use the defaulted email recipients (which your Administrator has predefined) or specify different email recipients.

You will now schedule a document so that it gets delivered in Adobe Acrobat format to your Inbox.

27. Click the **Inbox** check box.

Scheduling documents

InfoView



InfoView - Microsoft Internet Explorer

Address: <http://boetraining:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=>

BUSINESSOBJECTS INFOVIEW Welcome: User

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

Schedule - Formatted Report for Drill

▼ Schedule

- Instance Title
- Recurrence
- Formats and Destinations**
- Caching
- Events
- Scheduling Server Group

Formats and Destinations

▼ Output Format and Destination

Output Format

☐ Web Intelligence

☐ Microsoft Excel

☒ **Adobe Acrobat**

Output Format Details

Destinations for Adobe Acrobat - Formatted Report for Drill

☒ Inbox ☐ File location ☐ FTP server ☐ Email recipients

► Destinations Options and Settings

Schedule Cancel

Discussions









Done Local intranet

28. Click **Schedule**.

Scheduling documents

InfoView

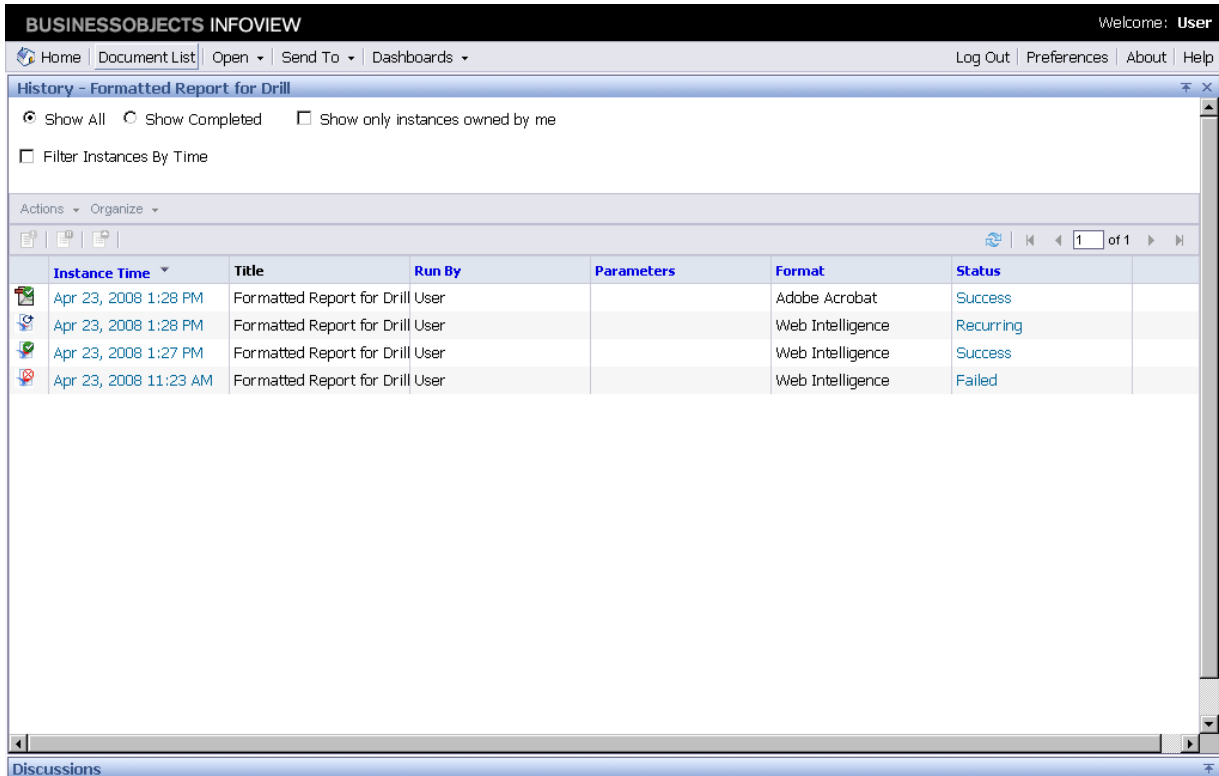
☒ Show All
 ☐ Show Completed
 ☐ Show only instances owned by me
☐ Filter Instances By Time

Actions ▾ Organize ▾							
    1 of 1							
	Instance Time ▾	Title	Run By	Parameters	Format	Status	
	Apr 23, 2008 1:28 PM	Formatted Report for Drill User			Adobe Acrobat	Running	
	Apr 23, 2008 1:28 PM	Formatted Report for Drill User			Web Intelligence	Recurring	
	Apr 23, 2008 1:27 PM	Formatted Report for Drill User			Web Intelligence	Success	
	Apr 23, 2008 11:23 AM	Formatted Report for Drill User			Web Intelligence	Failed	

29. Click **Refresh** .

Scheduling documents

InfoView



BUSINESSOBJECTS INFOVIEW Welcome: **User**

Home | Document List | Open | Send To | Dashboards | Log Out | Preferences | About | Help

History - Formatted Report for Drill

☒ Show All
 ☐ Show Completed
 ☐ Show only instances owned by me

☐ Filter Instances By Time

Actions | Organize

Instance Time	Title	Run By	Parameters	Format	Status
Apr 23, 2008 1:28 PM	Formatted Report for Drill User			Adobe Acrobat	Success
Apr 23, 2008 1:28 PM	Formatted Report for Drill User			Web Intelligence	Recurring
Apr 23, 2008 1:27 PM	Formatted Report for Drill User			Web Intelligence	Success
Apr 23, 2008 11:23 AM	Formatted Report for Drill User			Web Intelligence	Failed

Discussions

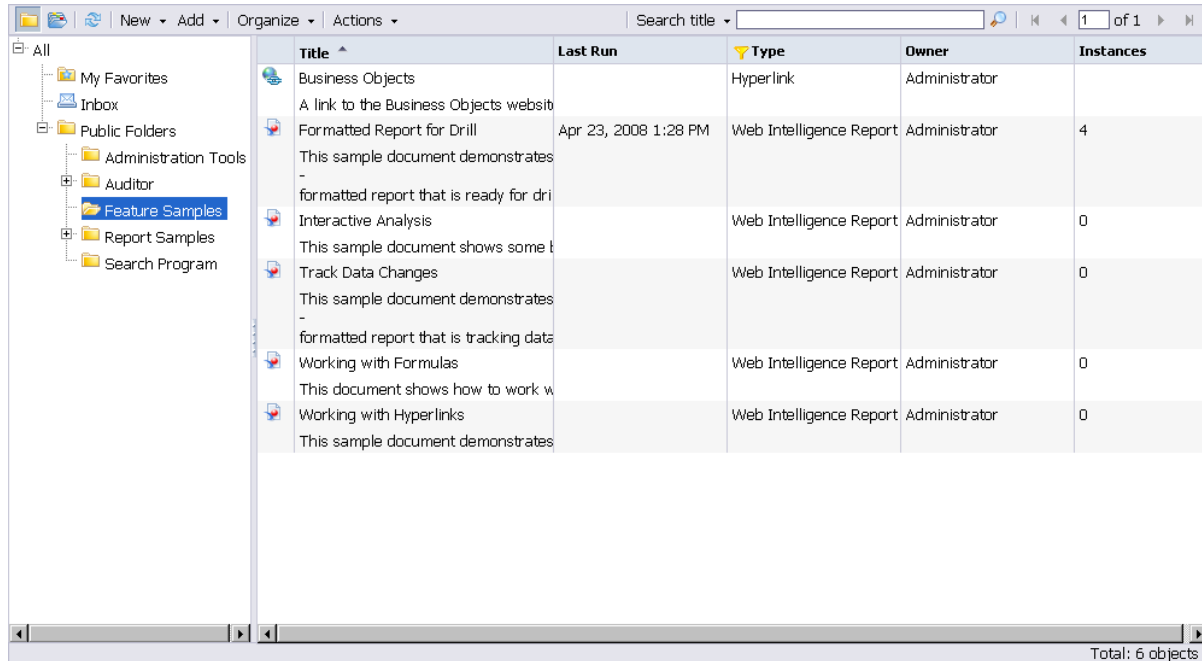
30. Click the **Document List** to return to the report you just scheduled.

You can see in the Status column that the schedule has run successfully.

Now return to the document list so can check that the instance appears in your Inbox.

Scheduling documents

InfoView



Title	Last Run	Type	Owner	Instances
Business Objects		Hyperlink	Administrator	
A link to the Business Objects website				
Formatted Report for Drill	Apr 23, 2008 1:28 PM	Web Intelligence Report	Administrator	4
This sample document demonstrates - formatted report that is ready for drill				
Interactive Analysis		Web Intelligence Report	Administrator	0
This sample document shows some t				
Track Data Changes		Web Intelligence Report	Administrator	0
This sample document demonstrates - formatted report that is tracking data				
Working with Formulas		Web Intelligence Report	Administrator	0
This document shows how to work w				
Working with Hyperlinks		Web Intelligence Report	Administrator	0
This sample document demonstrates				

Total: 6 objects

31. Click **Inbox**.

32. Click the **Feature Samples** folder.

The document appears in Adobe Acrobat format.

Now you will view some of the other scheduling options available to you.

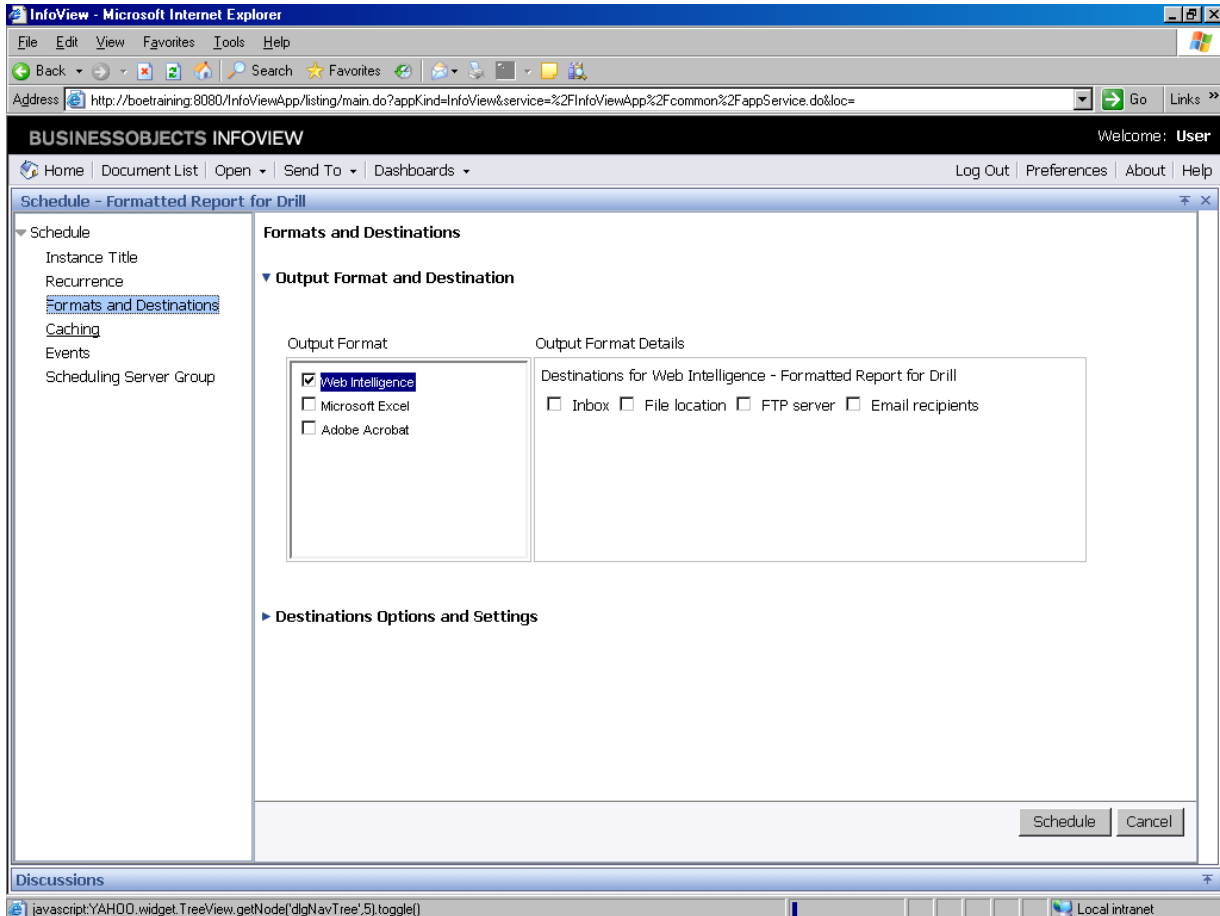
33. Select the **Formatted Report for Drill** document row.

34. Click the **Actions** button to activate the drop-down menu.

35. Click **Schedule**.

Scheduling documents

InfoView



InfoView - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://boetraining:8080/InfoViewApp/listing/main.do?appKind=InfoView&service=%2FInfoViewApp%2Fcommon%2FappService.do&loc=> Go Links >>

BUSINESSOBJECTS INFOVIEW Welcome: User

Home Document List Open Send To Dashboards Log Out Preferences About Help

Schedule - Formatted Report for Drill

▼ Schedule

- Instance Title
- Recurrence
- Formats and Destinations**
- Caching
- Events
- Scheduling Server Group

Formats and Destinations

▼ Output Format and Destination

Output Format

- ☒ Web Intelligence
- ☐ Microsoft Excel
- ☐ Adobe Acrobat

Output Format Details

Destinations for Web Intelligence - Formatted Report for Drill

- ☐ Inbox ☐ File location ☐ FTP server ☐ Email recipients

► Destinations Options and Settings

Schedule Cancel

Discussions

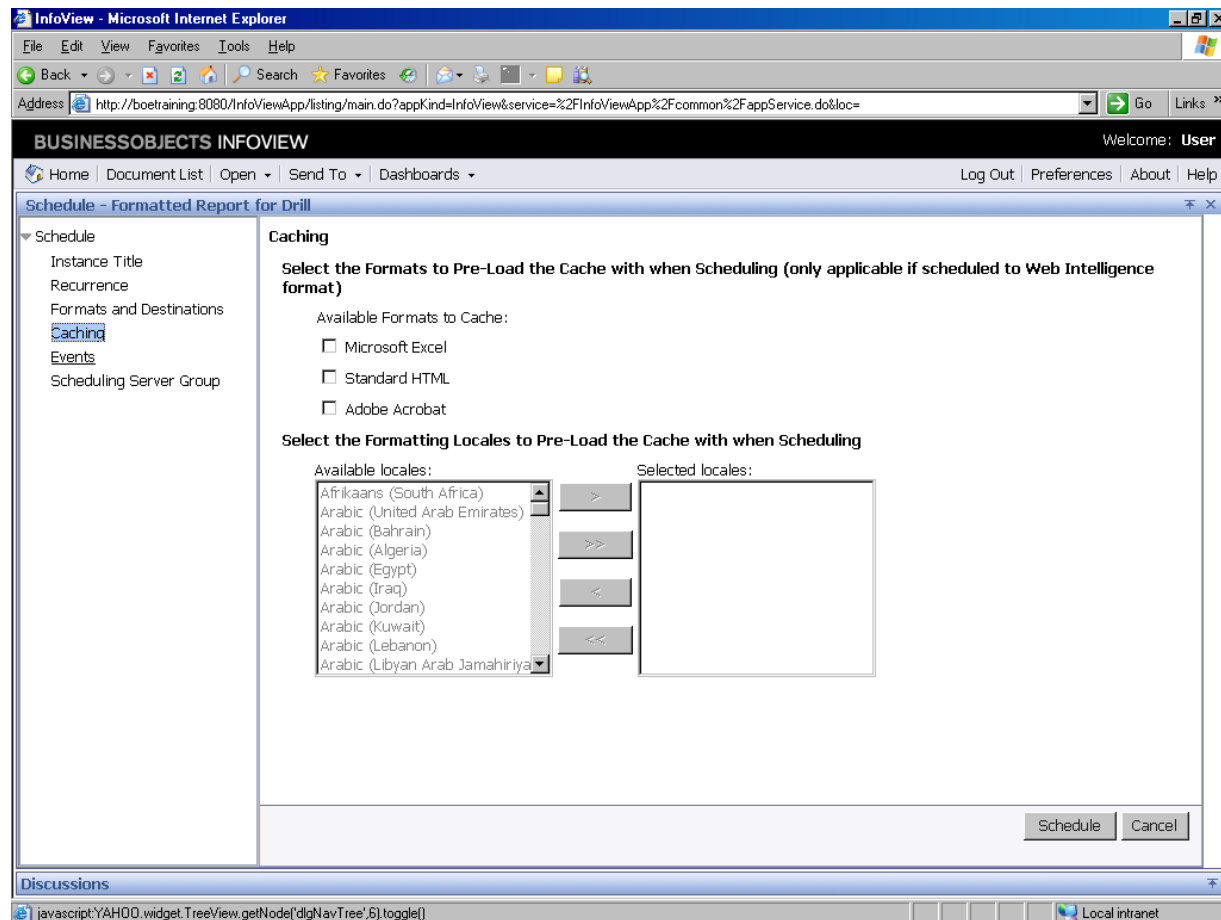
javascript:YAHOO.widget.TreeView.getNode(dlgNavTree,5).toggle()

Local intranet

36. Click the **Caching** link.

Scheduling documents

InfoView



37. Press [Enter] to continue.

Caching Options will likely be determined by your System Administrator.

When the system runs a scheduled Web Intelligence or Desktop Intelligence document it stores the instance it generates on the Output File Repository Server. You can also have the system cache the report on the appropriate Report Server by selecting a cache format for the document. If you don't select a cache format, the system won't cache the document.

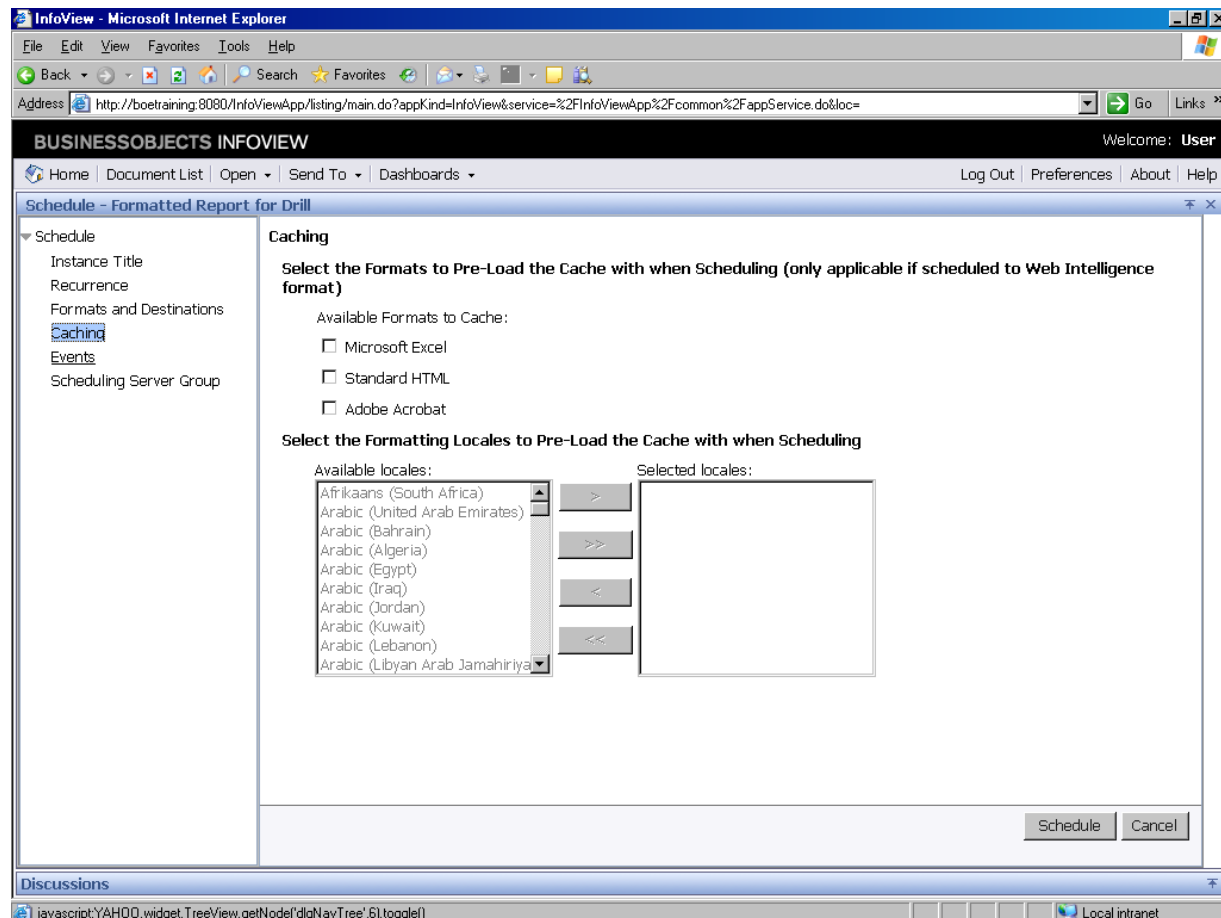
Note: To select a cache option, the output format you specified for the object must be Web Intelligence or Desktop Intelligence. If you select a different format, the

Scheduling documents

cache options you specify will have no effect.

Press **[Enter]** to continue.

InfoView



38. Press **[Enter]** to continue.

Another scheduling option that you don't see here is for Parameters.

Parameters prompt the user to enter information in a report; this information may determine what data appears in the report. For example, in a report that is used by sales, there may be a parameter that asks the user to choose a region. When the user chooses a region, the report displays the results for that specific region instead

Scheduling documents

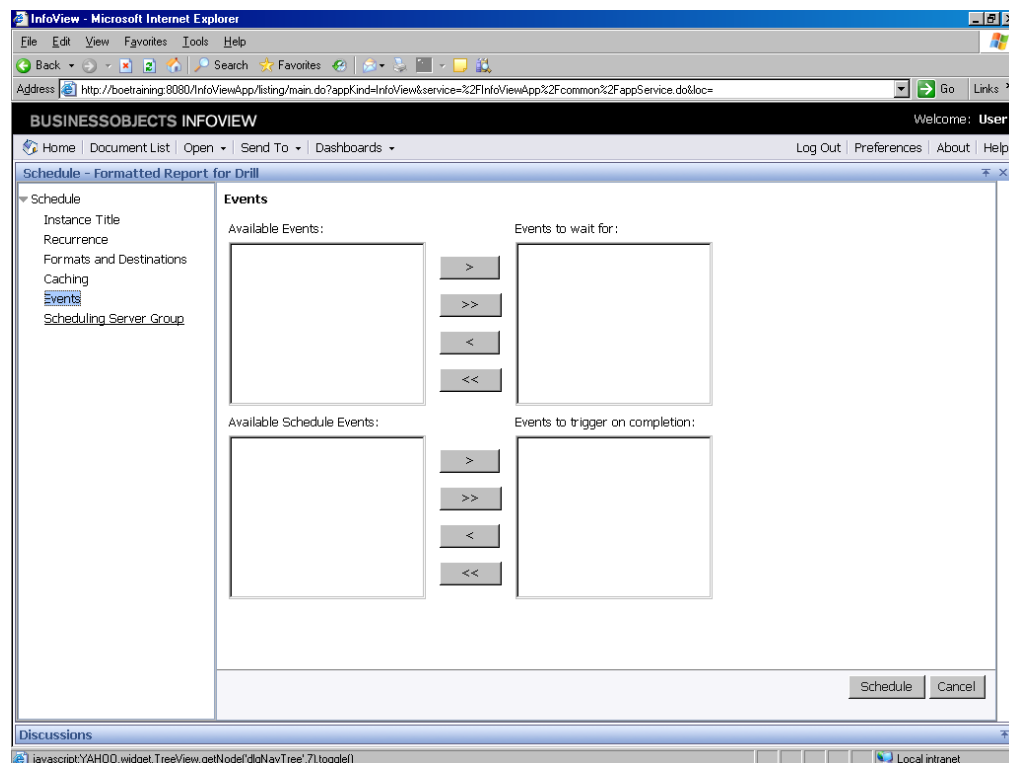
of displaying the results for all of the regions in the report. To set a parameter when scheduling, click the parameter value. You will be prompted to enter the parameter value.

Note:

- In Web Intelligence documents, parameters are called prompts.
- If the object that you schedule does not contain parameters, then the Parameter option does not appear on the Schedule page. This is why it does not appear in this example.
- The appearance of the parameter prompts on the Schedule page may differ from object to object, depending on how the parameter field was created. Program objects may provide an Argument field instead.

Press **[Enter]** to continue.

InfoView



Scheduling documents

39. Press [Enter] to continue.

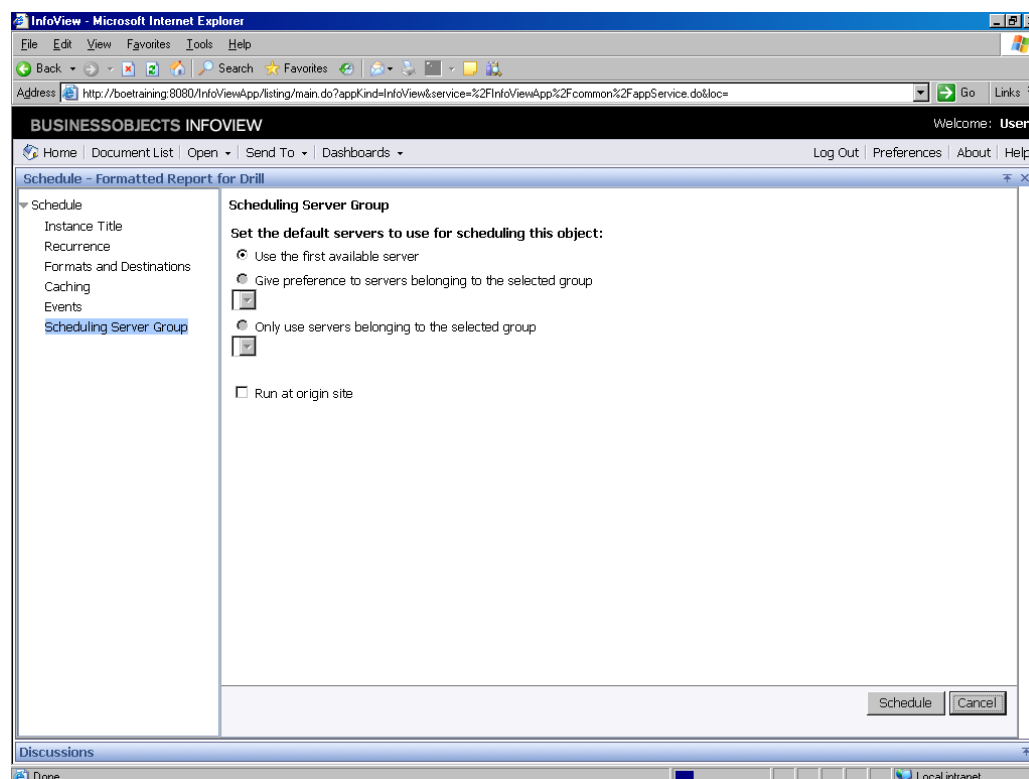
Event-based scheduling provides you with additional control when you schedule objects; you can configure the system so that objects are run only after a specified event occurs. Working with events consists of two steps: creating an event and scheduling an object. That is, once you create an event, you can select it as a dependency when you schedule an object. The scheduled job is then processed only when that event occurs. Your System Administrator will likely be creating the events and you will see them appear here.

To specify an event to trigger the scheduled object, select the event in the Available Events pane, and then click >.

To schedule another event to trigger on completion, click the schedule event in the Available Schedule Events pane, and then click >.

Press **[Enter]** to continue.

InfoView



Scheduling documents

40. Press [Enter] to continue.

When you schedule an object, you can select the server group the system uses to run the object.

Note: This setting will likely be set by your System Administrator.

Press **[Enter]** to continue.